

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF DEKALB  
THURSDAY, JUNE 20, 2013**

The Commissioners of the Housing Authority of the County of DeKalb met in regular session at the Housing Authority's central office, 310 N. Sixth Street, DeKalb, IL at 2:37 PM on Thursday, June 20, 2013.

The meeting was called to order by Chairman Moulton and upon roll call, those present and absent were as follows:

PRESENT: Donna Moulton  
Ron Bemis  
Jerry Wahlstrom  
Ging Smith

ABSENT: None

ALSO PRESENT: Michelle Perkins, Executive Director  
Tim Horning, Attorney  
Christine Sauter, CFO  
Vivian Bright, Operations Coordinator

There being a quorum present and the meeting duly convened, business was transacted as follows:

Approval of the Agenda. Commissioner Moulton asked for changes to the Agenda. There being no changes, Commissioner Bemis made a Motion to approve the Agenda. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

Approval of the Minutes. Commissioner Moulton asked for changes to the Minutes. With changes, Commissioner Wahlstrom made a Motion to approve the Meeting Minutes. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

Approval of Bills and Payroll. The bills and payroll were submitted to the Commissioners for approval of payment. Commissioner Bemis moved that the bills and payroll be approved as submitted. Commissioner Wahlstrom seconded the Motion. Upon roll call, the Ayes and Nays were as follows:

AYES: Donna Moulton  
Ron Bemis  
Jerry Wahlstrom  
Ging Smith

NAYS: None

ABSENT: None

## **BUSINESS:**

**Public Comment:** None.

**Legal:** ED Perkins noted Attorney Horning is reviewing the lease modifications for Public Housing. ED Perkins noted HCV Terminations – None and Public Housing has one – 30 day termination.

**Financials:** CFO Sauter directed the Commissioners to the financial summary page to review the May 2013 year to date financials. Sauter noted that earnings before and after capital expenditures were better than budget. Sauter reviewed the capital expenditures noting that the Central Office purchased lawn equipment, Shabbona replaced roofs, The U of I grant Briarwood refrigerator expense will be reimbursed, and the asbestos abatement will be reclassified to capital funds. Sauter also noted that the new public housing budget line item to pay the Voucher program for case manager work was only included in Golden Years budget. Sauter noted that the variance for the other four properties is \$26,950, but that the increase in subsidy proration budgeted of 73% to 82% will help offset the variance. Sauter and ED Perkins discussed the Voucher program budget and potential need to reduce some fees paid to the Central Office when the voucher admin fee reserve runs negative. Perkins discussed how the sixty six port out vouchers affects the program cost and need for closely monitoring these vouchers. Perkins noted that the authority applied for portability set-aside funds available to cover the higher cost for these vouchers. Sauter noted that the audit was set for August 12, 2013. Sauter informed the Commissioners that the Authority would be applying for an early renewal for health insurance coverage this year in an effort to reduce the premium increase and give some time for the 2014 health care changes to get finalized.

**Resolutions:** The Board was presented with **Resolution 14-04 Administrative Plan Amendments.** Resolution approval authorizes the Administrative Plan for the Housing Voucher Program be amended and made immediately effective as amended. Updates were necessary following publication of the Equal Access final rule, effective March 5, 2013. Commissioner Bemis made a motion to approve. Commissioner Smith seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 14-05 GYP Boiler Rebuild Contract Approval.** Resolution approval authorizes the Executive Director to enter into contract with G's R Plumbing, Inc., as the lowest bidder, to carry out the work specified within the Invitation for Bid IL89-1 at Golden Years Plaza. Commissioner Smith made a motion to approve. Commissioner Wahlstrom seconded the Motion. All were in favor, none opposed. Motion then carried.

The Board was presented with **Resolution 14-06 Approval Of Utility Allowance Revisions For The Public Housing Program.** Resolution approval authorizes the Housing Authority of the County of DeKalb to implement the revised utility allowance effective September 1, 2013 per HUD regulations and as recommended by ResidentLife Utility Allowances, a 3<sup>rd</sup> party independent company. Commissioner Bemis made a motion to approve. Commissioner Wahstrom seconded the Motion. All were in favor, none opposed. Motion then carried.

**Staff Report:** *Chronic Nuisance Ordinance.* ED Perkins received a call from HUD staff member inquiring about the City of DeKalb Chronic Nuisance Ordinance and the Authority's perspective on ordinance. Perkins provided HUD with background information.

*Continuum of Care/HEARTH.* ED Perkins, HCV Administrator Herrington, Admissions Manager Yochem and Commissioner Moulton attended specialized technical training regarding the Continuum of Care program regulations and implementation. ED Perkins stated that further clarity is needed regarding the new regulations and as such a representative from the Supportive Housing Providers Association will be coming onsite at an August meeting to provide support for the CoC. Both DCA and GSA have a "no pets policy", ED Perkins discussed recent "Reasonable Accommodations" allowing companion animals that had been made on behalf of program clients and noted that additional monitoring will take place. Supportive services staff and the property manager will work together to aid and support tenant success with companion animals. ED Perkins discussed the night manager position and the newly incurred expense for the DCA budget.

*Staffing Changes.* ED Perkins noted Public Housing Case Manager Diane Kochel resigned due to relocation to Arizona. Staff member and husband James Kochel will follow in the coming months. Tracey DeMarco has been hired to fill the Case Manager position. Tracey will start July 1, 2013. HQS Services will go forward in the form of outsourcing. The remaining half time maintenance position will be eliminated resulting in reduction of staff by 1 full time employee.

*Resident Commissioner.* ED Perkins provided an update. Herodote Hounsrou Adjegan letter of recommendation has been submitted to county board and now has been approved. Start date is set for August 1, 2013.

*Briarwood Apartments.* Briarwood has been functioning under HACD for 6 months, therefore the property will go in to the normal reporting cycle and will be tracked on the HACD Other Occupancy report, and have its own traditional financial statement. Perkins noted that advertising on the Internet has proven highly beneficial. Perkins noted that the gutters on garage will be replaced; they are plastic and falling apart along with causing ice pools. Plumbing issues have been completely fixed and tenants are no longer experiencing issues. Concrete work in front of the office is scheduled to begin in the next couple of days. New energy efficient internal lights and ceiling fans currently being installed in every unit.

*IKE Grant.* ED Perkins stated that the project is 75% complete. A quality window solution was found for the window that houses the air conditioner. Roof is almost complete and the ADA units are about 60% complete. Due to issues encountered during the roof replacement with a cellular carrier, ED Perkins and Attorney Horning will work on revamping the rooftop antenna leases.

*Waiting List.* ED Perkins noted approximately 1,900 application were received. Very smooth opening with no issues. Perkins noted that a direct mailing was sent to every Evergreen Village resident informing them of the opening of the HACD wait list.

*Website.* ED Perkins provided an update. Design has been determined; content has been delivered to Weblinx.

*U of I Energy Efficiency Grant.* ED Perkins informed the board that an additional \$125,176.00 was received in the form of 39 refrigerators at Briarwood, 1200 light fixtures and 400 ceiling fans throughout PHA properties.

Local Preferences. ED Perkins forwarded a HUD PIH notice regarding HUD's support of proposed preferences. Required comment period is under way. Formal presentation in the form of resolution will be at the July 16<sup>th</sup> meeting.

Opening the Door to Independence. ED Perkins informed the commissioners that three participants are voluntarily withdrawing from the HCV program. One received a nursing degree and full-time employment, one works for the Illinois Tollway Authority and is earning sufficient salary and one is receiving enough child support, alimony and Social Security. Five participants withdrew from Public Housing due to assistance no longer needed. Two of which moved into nursing homes, one purchased a home and two no longer need assistance, specific reason unknown.

Annual Plan. ED Perkins requested that commissioners begin to think about, and provide feedback on their vision of goals for HACD. Perkins noted that CFO Sauter is working on what financials may look like 5 years out based on 5 years of historical data. Based on commissioners input we will schedule a half day retreat combined with Octobers board meeting. ED Perkins will investigate a facilitator to lead the retreat.

Occupancy Report. Commissioner Bemis requested verification of occupancy numbers for Lewis and Garden Estates. ED Perkins provided a follow-up email confirming the accuracy and detail of the numbers presented.

As there was no further discussion to come before the meeting, Commissioner Wahlstrom moved to adjourn the regular meeting. Commissioner Smith seconded the Motion and Motion then carried. The regular meeting was adjourned at 3:52 PM until the regular meeting rescheduled to take place on Tuesday, July 16, 2013 at 2:30 PM at the offices of the Housing Authority of the County of DeKalb, 310 N. 6<sup>th</sup> Street, DeKalb, IL.

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CHAIRMAN

(SEAL)

ATTEST:

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SECRETARY-TREASURER

## CERTIFICATE

I, MICHELLE PERKINS, the duly appointed, qualified and acting Secretary of the HOUSING AUTHORITY OF THE COUNTY OF DEKALB, ILLINOIS, and Keeper of the records thereof, do hereby certify that I have compared the annexed complete unapproved Minutes as recorded by me and retained in the Records of said Authority, and certify that it is a true, complete and correct presentation of said Minutes, including attachments or exhibits made a part of these Minutes.

I further certify that if the Minutes are subsequently corrected or amended, I shall forward promptly such correction or amendment and a copy of the attachments or exhibits made a part of these Minutes.

I further certify that the said Regular Meeting was held June 20, 2013 at 310 N. 6<sup>th</sup> Street, DeKalb, IL, and roll call showed the following members to be present and absent:

PRESENT: Donna Moulton  
Ron Bemis  
Jerry Wahlstrom  
Ging Smith

ABSENT: None

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said Authority  
this June 27, 2013.

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ACTING SECRETARY